

14 FEB 1984

STAT

MEMORANDUM FOR: [REDACTED]
Management Staff, DA

STAT

FROM: [REDACTED]
Chief, Plans and Management Staff
Office of Information Services

SUBJECT: FY 1984 First Quarterly Review

In preparation for our FY 1984 First Quarterly Review on 1 March 1984, I have attached two copies each of the agenda, the action plans of the four Divisions, and brief paragraphs on the milestones not chosen for formal presentation in the review session. Additional copies will be available for those in attendance.

STAT

Attachments:
As stated

DR1 Run
0900 29 Feb

OFFICE OF INFORMATION SERVICES
FY 1984 FIRST QUARTERLY REVIEW

1300 hours, 1 March 1984

Room 1207 Ames Building

AGENDA

<u>Time</u>	<u>Topics and Speakers</u>
1300-1310	<u>Overview</u> [Redacted] Director of Information Services
1310-1325	<u>TRIS Update</u> [Redacted] Chief, Requirements and Evaluation Unit, Information Technology Branch, RMD
1325-1340	<u>Top Secret Control</u> [Redacted] Chief, Information Control Section, ITB
1340-1355	<u>Information Services Center</u> [Redacted] Analyst, Records Systems Branch
1355-1410	<u>Preparation for FOIA Relief</u> [Redacted] Chief, Information and Privacy Division

STAT

PROGRESS ON ACTION PLAN ITEMS

Classification Review Division

1. The proposal for centralized review has given way to a more modest project for reviewing historical material, depending on the outcome of the FOIA relief bill. Success in reviewing historical materials could be the basis for later expansion into centralized review.
2. Guidelines for reviewing Summaries of Agency Employment have been updated and have been sent to interested components for comment and input.
3. CRD's proposal for participation in a historical review program has been submitted and is now under review.
4. Progress in developing the Released Information Management System (RIMS) and keying in information has been inhibited by lack of manpower and limited access to Wang terminals. Some information has been keyed, however, and activity is expected to pick up over the succeeding months.

Regulations Control Division

1. Updating of the Agency regulations issued prior to 1980 is continuing with 94 revisions received out of a total of 147 regulations affected. Forty-nine of these have been printed. Completion of this objective is affected somewhat by major reorganizations and relocations of several components key to the coordination process.
2. Updating of the regulations issued during 1980 also is progressing and RCD has processed 50 percent of the 83 regulations in the group. Initiators have been giving priority to updating their 1980 regulations relative to those issued before that date.
3. Activation of the telecommunications link between the Ames Building and Headquarters was delayed because of technical difficulties. It was finally connected on 10 February 1984. RCD is developing procedures in conjunction with the Printing and Photography Division for achieving priority printing of approved regulatory issuances.
4. Repagination of the headquarters regulations is on schedule.

Records Management Division

Transfer of full responsibility to the Archives and Records Center for inputting data into the Archives and Records Center Inventory System (ARCINS) has been completed.

Information and Privacy Division

By the end of March 1984, IPD will complete a review and revision of the Agency's portion of the Code of Federal Regulations in the areas of fee charges and waivers, historical access, cut-off dates, and other items that need updating.

Approved For Release 2005/08/03 : CIA-RDP83B01194R001100140005-0

FORM 3629 OBSOLETE PREVIOUS EDITIONS